ANNUAL REPORT COMPILATION WORKSHEET

1. REQUEST DETERMINATIONS. REPORT IN BLOCK 1 OF DD FORM 2564.

A. TOTAL # OF COMPLETED REQUESTS	B. GRANTED IN FULL (TOTAL)	C. DENIED IN PART (TOTAL)	D. DENIED IN FULL (TOTAL)	E. OTHER REASONS (TOTAL)	F. TOTAL ACTIONS
					(SUM OF ITEMS 1.B – 1.E)*

   * NOTE: As more than one action may be taken on a single request, this number will be greater than or equal to the number reflected in item 1.A.

2. EXEMPTIONS. REPORT IN BLOCK 2.a OF DD FORM 2564.

(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)

(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)

(b)(8)	(b)(9)	Total Exemptions*

   * NOTE: This total should be equal to or greater than the same as the sum of items 1.C. and 1.D.

3. (b)(3) STATUTES. REPORT IN BLOCK 2.c OF DD FORM 2564.

   List the following information for every (b)(3) statute used to substantiate a denial. NOTE: Only (b)(3) statutes listed at enclosure (5) may be claimed.

(b)(3) statute claimed	Number of Instances	Court Upheld? Yes/No	Description of Material Denied

4. OTHER REASONS. REPORT IN BLOCK 2.b OF DD FORM 2564.

A. No Records	B. Referred	C. Withdrawn	D. Not processed (fee related)

E. Not processed (records description)	F. Not proper FOIA request (reason other than fees)	G. Not agency record

H. Duplicate Record	I. Other*	SUM OF ITEMS 4A-4I

   * NOTE: Specify the reason for every instance in which a request could not be processed because the requester did not comply with published rules, other than for those reasons stated in items 4(a) through 4(h) above.

5. NUMBER AND MEDIAN AGE OF INITIAL CASES PENDING. REPORT IN BLOCK 5 OF DD FORM 2564.

   A(1)   Number of FOIA requests pending at BEGINNING of reporting period:*   _____

   B(1)   Median Age (in calendar days) of FOIA requests pending at BEGINNING of reporting period: _____

   NOTE: Figures reported in A(1) and B(2) above MUST be identical to those reported as the number and median age of FOIA requests PENDING AT THE END of the last reporting period.

   A(2)   Number of FOIA requests pending at END of reporting period: _____

   B(2)   Median Age (in calendar days) of FOIA requests pending at END of reporting period: _____

6. TOTAL NUMBER OF FOIA REQUESTS <u>RECEIVED</u> DURING REPORTING
    PERIOD. REPORT IN BLOCK 6 OF DD FORM 2564.

_____   (Note that this number reflects the number of
                            requests received in a reporting, not the
                            number of request files completed which was
                            reported in item 1.A above.)

7. TYPES OF REQUESTS PROCESSED AND MEDIAN AGE. REPORT IN
BLOCK 7 OF DD FORM 2564.

Type of request Processed	Number of cases	Median Age (calendar days)
A. Simple		
B. Complex		
C. Expedited Processing		
	Sum of Above*	

  * NOTE: The sum of the total number of cases for items
    (A), (B), and (C) below must be equal to the number of
    completed actions reported in block 1(a) of DD Form 2564).

8. TOTAL AMOUNT OF FEES COLLECTED FROM THE PUBLIC DURING THE
REPORTING PERIOD. REPORT IN BLOCK 8 OF DD FORM 2564.

      $_____

9. PROGRAM COSTS.

    A. _____ Number of full time staff (this
category includes all civilian and military whose billets or
positions are dedicated solely to the purpose of FOIA processing
and/or administration. REPORT IN BLOCK 9(a) OF DD FORM 2564.

    B. _____ Number of part time staff (this
category includes all civilian and military who routinely
dedicate a part of their working hours to FOIA processing and/or
administration, including those personnel who are randomly
involved in FOIA processing/administration on a case-by-case
basis.) REPORT IN BLOCK 9(b) OF DD FORM 2564.

C. **Estimated litigation costs for reporting period.**
   REPORT IN BLOCK 9(c) OF DD FORM 2564.

   $ _____

D. **Total Program Costs.**

   (1) Salary Costs.

      (a) Total salary costs of full time staff. Use charts below to calculate [(i)+(ii)].

      $ _____

   (i) Full time military personnel

Name	Rate/Rank	Yearly salary from composite rate chart
		TOTAL $

   (ii) Full time civilian personnel

Name	Grade	Yearly salary from OPM salary chart plus 16%
		TOTAL $

(b) Total salary costs of part-time staff. Use charts below to calculate. This figure includes incidental hourly personnel who randomly work on FOIA issues on case-by-case basis.)

$ _____

(i) Part-time military personnel

Name	Rate/Rank	Yearly salary from composite rate chart	% of time on FOIA	Part-time Salary
			Total $	

(ii) Part-time civilian personnel

Name	Grade	Yearly salary from OPM chart plus 16%	% of time on FOIA	Part-time Salary
			Total $	

(iii) Incidental personnel [hourly rates from items (4)-(7) of DD Forms 2086 and 2086-1]

PERSONNEL CATEGORY	Hourly Rate		Number of Hours		INCIDENT SALARY
Clerical	$12.00	X		=	
Professional	$25.00	X		=	
Executive	$45.00	X		=	
(COMPUTER SEARCH) Computer programmer/ operator time (clerical)	$12.00	X		=	
(COMPUTER SEARCH) Computer programmer/ operator time (professional)	$25.00	X		=	
				Total $	

(2) Total Salary Costs [Sum of items 1(a) and 1(b) above].

$ _____

(3) Total reproduction and other related costs [Items (8) through (12) from DD Forms 2086 and 2086-1).

$ _____

(4) Overhead. [Item (2) + Item (3)] X 25% = Overhead

$ _____

(5) Cost of routine requests (OPTIONAL).

$ _____

(6) Total Program Costs [Sum of items (2) through (5) above]. REPORT THIS FIGURE IN BLOCK 9(d) OF DD FORM 2564.

$ _____